

**Mono County  
Community Development Department**

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**Building Division**

P.O. Box 8  
Bridgeport, CA 93517  
(760) 932-5430, fax 932-5431  
[www.monocounty.ca.gov](http://www.monocounty.ca.gov)

**MANUFACTURED HOME  
CONSTRUCTION APPLICATION**

Please fill in all information accurately and completely to avoid possible delays in processing:

- ☐ Permanent Foundation   ☐ Attached Garage   ☐ Detached Garage   ☐ Deck/porch  
☐ Accessory buildings   ☐ Other \_\_\_\_\_

1. **OWNER** \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE ( \_\_\_\_\_ ) \_\_\_\_\_ FAX ( \_\_\_\_\_ ) \_\_\_\_\_

**JOB SITE ADDRESS** \_\_\_\_\_ **ASSESSOR'S PARCEL #** \_\_\_\_\_

2. **APPLICANT/AGENT** \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE ( \_\_\_\_\_ ) \_\_\_\_\_ E-MAIL \_\_\_\_\_

3. **CONTRACTOR** \_\_\_\_\_ **OR** ☐ **OWNER/BUILDER**

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE ( \_\_\_\_\_ ) \_\_\_\_\_ E-MAIL \_\_\_\_\_

CONTRACTOR LICENSE # \_\_\_\_\_ BUSINESS LICENSE # \_\_\_\_\_

4. **ENGINEER/ARCHITECT** \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE ( \_\_\_\_\_ ) \_\_\_\_\_ E-MAIL \_\_\_\_\_

5. **PLAN DESIGNER** \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE ( \_\_\_\_\_ ) \_\_\_\_\_ E-MAIL \_\_\_\_\_

THE APPLICANT WARRANTS THAT the foregoing is true, and if any of this information is found to be incorrect, the permit may be revoked.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

=====

Building Division use: Plan Check # \_\_\_\_\_ Plan Check Fee \$ \_\_\_\_\_ Received by \_\_\_\_\_



## **MINIMUM REQUIREMENTS FOR MANUFACTURED HOME PLAN SUBMITTAL**

Submittals will **NOT** be accepted without the following applicable items (definitions follow):

### **SITE PLAN (4 sets):**

1. ☐ Project location and owner information
2. ☐ Compass bearing w/north arrow and site plan drawn to scale
3. ☐ Lot coverage calculation
4. ☐ Location and dimensions of driveway and parking areas
5. ☐ Location of proposed and existing structures
6. ☐ Outside dimensions of proposed structures
7. ☐ Projected roof plan showing pitch of all portions of roof
8. ☐ Setbacks from all structures, projections, propane tanks, etc. to property lines
9. ☐ Lot dimensions and property lines
10. ☐ Existing site topographical contour lines at min. 2' vertical intervals. Where lot grade is not more than 3', corner elevations may be substituted for topography lines.
11. ☐ Project grading, including topography for any proposed cuts or fills
12. ☐ Easements, rights of way, edges of pavement, and adjoining streets
13. ☐ Site section view from center of street through rear of structure noting structure heights
14. ☐ Location of all utilities and points of connection
15. ☐ Location of natural features; i.e., streambeds, lakes, ponds, wet areas/marshes, rock outcroppings

### **ARCHITECTURAL/STRUCTURAL PLANS:**

16. ☐ Completed application.
17. ☐ Structural plans, including home connection details, and calculations ~~and~~ with design loads for a permanent foundation wet stamped by a California licensed engineer or architect (3 sets).
18. ☐ Manufactured home setup manual (2 copies).
19. ☐ Required snow load certification of manufactured home; i.e., dealer order sheet or copy of factory label (1 copy).
20. ☐ Manufactured home floor plan with exterior dimensions (4 sets).
21. ☐ Manufactured home elevations showing one end and one side view detail (4 sets total).
22. ☐ Manufactured home unit specification sheet (3 copies).
23. ☐ Manufactured home section bolting detail for roof, walls and floors (2 sets).
24. ☐ If in a specific plan area, be sure specific plan conditions and/or requirements are met.
25. ☐ HCD Form 433(a) information and application (1 page).

*I hereby attest that I have submitted all of the applicable items above.*

\_\_\_\_\_  
Applicant/Owner Signature

\_\_\_\_\_  
Date

## DEFINITION OF REQUIREMENTS

**SITE PLAN:** The following items need to be included on your site plan. Use the attached site plan as an example.

1. **Project location:** Include the Assessor's Parcel Number (APN) and the street address of the project.
2. **Compass bearing w/north arrow and site plans drawn to scale:** The north arrow should be taken from a compass and the site should be drawn to scale (for example, 1" = 10' or 1" = 20').
3. **Lot coverage calculation:** The lot coverage (measured in square feet) includes driveways, parking areas, building footprints, and any other impervious surfaces.
4. **Location and dimensions of driveway and parking areas:** Include the slope, dimensions and area of all driveways and parking areas. State on the plans if the driveway and parking areas are paved or gravel.
5. **Location of proposed and existing structures:** Show the current location and setbacks of all proposed and existing structures.
6. **Outside dimensions of proposed structures:** Show dimensions and setbacks of all proposed structures included with this permit.
7. **Projected roof plan showing pitch of all portions of roof:** Show the roof slope (4/12, 6/12, etc.) on all roofs and show all eaves.
8. **Setbacks from all structures, projections, propane tanks, etc. to property lines:** Show all setbacks from existing and proposed buildings, including propane tanks, to property lines. The setback is from the edge of the building to the property line.
9. **Lot dimensions and property lines:** Show the width and depth of the lot. The property lines shall be verified in one of two ways:
  - When the structure is less than 20 feet from the required setback:**
    - 1) conclusive proof is required by a survey pin, hub, and/or monument;
    - 2) the proposed structure's footprint has been staked and verified by an architect or engineer; or
    - 3) other conclusive proof acceptable to the building official.
  - When the structure is greater than 20 feet from the required setback:**
    - 1) reasonable proof is required by a survey pin, hub, and or monument;
    - 2) wood stake or rebar stake;
    - 3) the lot is of substantial size and the proposed structure is well within the setback requirements; or
    - 4) survey pins from adjacent lots that are close to the property line in question.
10. **Topographical contour lines at minimum 2' vertical intervals:** Show the slope of the project site.
11. **Topography for proposed cuts or fills:** All proposed cuts and fills shall be included on the site plan. Cuts and fills shall show enough detail and indicate before and after elevations.
12. **Easements, rights of way, edges of pavement, and adjoining streets:** Site plans shall show all recorded easements, rights of way, pavement edges, and or adjoining streets.
13. **Site section view:** Drawn from center of street through rear of structure noting structure heights. This is an elevation, drawn to scale, that shows the location of the centerline of the street, grade or slope of the property, and height of the proposed structure.
14. **Location of all utilities and points of connection:** Show the location and connection points of all utilities.
15. **Location and setbacks to natural features:** Show the setbacks and locations of all streambeds, lakes, ponds, wet areas/marshes, rock outcroppings.